


March 10, 2014

FOR YOUR INFORMATION

To: Mayor and Members of City Council

From: Scott C. Stiles, Interim City Manager 

Subject: Budget Reduction Directives

Attached is a copy of a memorandum distributed to Department Directors regarding the projected General Fund FY 2015 shortfall and reduction directives they are being asked to implement to conserve our resources.

In keeping with our goal to reduce paper costs, future For Your Information memos will be distributed by email to the Mayor and Members of City Council and Council aides. This will not only save us money but also ensures everyone can review the information as soon as it is distributed, instead of a potential delay when you are away from the office.

Attachment

Budget Reduction Directives
March 7, 2014

Effective immediately all uncommitted out of town travel paid for from the General Fund is restricted until further notice. Any exceptions must have written approval of the City Manager's Office. As an example, if a trip has to be made to close a deal to bring jobs to this city, that trip would need to occur. Attending conferences, seminars, etc., must be put off until our financial situation improves.

Effective immediately, all tuition reimbursement will be suspended for employees supported in the General Fund. Tuition reimbursements that have already been approved through a properly completed Tuition Reimbursement Form 80-S will be honored. This suspension does not apply to any current applicable Collective Bargaining Agreement stipulations.

General Fund agencies are hereby required to limit their inventory of office supplies to a one month quantity. We are presently not in a position to utilize resources purchasing several months worth of supplies a time.

Effective immediately, all documents that require copying are to be done two-sided unless there is a legal/contractual reason for that not to occur. Printers with double sided capability should be set to that function, and color printing option setting should be set to "black and white."

As equipment becomes inoperable or contracts expire, General Fund agencies are to reevaluate their printer/copier needs/numbers. Color printers are to be replaced with black and white printers when possible, and copiers are to be shared by more staff members. Color copies are to be kept to a minimum.

General Fund agencies should evaluate the need for land lines for General Fund employees who have City-issued cell phones. Phones lines for employees who share open office space are to be consolidated or reduced when possible.

The Administration recognizes that even in these difficult times certain positions that become vacant have to be filled. Unless previously approved, these positions must be filled by internal candidates provided the person is qualified to perform the duties. If it is determined that we do not have a person with the requisite skill set(s) to permanently fill it, a Department can allow an internal filling on an "interim" basis until we are positioned to support an outside hire.

The Administration is asking for everyone's cooperation with ensuring that lights, computers, printers, and copiers are turned off in unoccupied offices, especially when employees are leaving for the day. We need to reduce our expenses in any way that we can.

Memberships and subscriptions will not be automatically be renewed. Departments will be required to reassess the value in light of our current fiscal situation.

Effective immediately, communications are to be sent by email unless they are required by law or other valid reasons to be sent by the Postal Service or other delivery service.

Cleaning/janitorial services should be evaluated to determine if they can be provided on less than a daily basis. Trash volume can be reduced by employees recycling paper and glass/plastic bottle in bins provided throughout many of work areas.

To reduce our paper costs, electronic record keeping should be used where possible.

As a reminder, each Department with a General Fund appropriation should realize at least a 1% savings in the General Fund at the end of FY 2014.